



DEPARTMENT OF THE TREASURY  
FINANCIAL CRIMES ENFORCEMENT NETWORK

## PUBLIC NOTICE

**PUBLIC NOTICE NUMBER :** FINCP/02-030KRH

**OPENING DATE :** 12/06/02

**CLOSING DATE :** 01/06/03

**POSITION :** Security Officer

**SERIES AND GRADE :** GS-0080-14 (FPL: GS-14)

**NUMBER OF VACANCIES :** One

**SALARY RANGE :** \$78,265 to \$101,742 per annum

**ORGANIZATION :** Department of the Treasury  
Financial Crimes Enforcement Network (FinCEN)  
Office of Management

**DUTY STATION :** Vienna, Virginia

**APPLICATIONS WILL BE ACCEPTED FROM :** All qualified applicants (All Sources).

**Note: There will be one rating and selection process applied to both status and non-status candidates.**

**SUMMARY OF DUTIES:** The Security Officer directs activities for a full array of security services for the Financial Crimes Enforcement Network (FinCEN). The functions include personnel, physical, information and computer, and industrial security. The Security Officer oversees the development of program objectives, policies, strategic plans, and procedures and serves as a key advisor to senior management officials. The FinCEN security office conducts security investigations and grants clearances and actively manages the handling of classified information, including the vulnerability of computer information. The employee will direct the activities of a staff of about five security specialists in carrying out these very important functions.

**SUMMARY OF QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

**Other:** Applicants must have demonstrated in their work experience or training they possess, or have the potential to develop, the quality of successful supervision.

**SELECTIVE FACTOR:** Candidates must have advanced knowledge of Federal personnel security, information security, and physical security to be considered for this position. (Applicants must address their knowledge level on bond paper.)

**APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:**

- 1. Mastery of Federal security laws, regulations, and practices that govern personnel security, including identifying the position sensitivity of jobs and determining and carrying out the investigation processes for clearance of individuals.** (Applicants must describe their responsibilities relevant to the management of personnel security functions.)

2. **Mastery of Federal security laws, regulations, and practices that govern physical security of personnel, facilities and property, including a sensitive compartmented information facility (SCIF).** (Applicants must describe their responsibilities relevant to the management of physical security functions.)
3. **Mastery of Federal security laws, regulations, and practices that govern the classification and protection of sensitive and classified information and documents, including computer systems and the information available on them.** (Applicants must describe their responsibilities relevant to the management of information security functions.)
4. **Demonstrated ability to develop strategic plans and objectives, policies, procedures, guidelines, reports, and analyses concerning the administration of a range of security functions for a Federal agency.** (Applicants must describe their responsibilities for conducting these program oversight responsibilities.)
5. **Ability to manage resources in carrying out a range of security functions. Experience includes providing technical and administrative direction to a staff of security specialists, as well as developing and administering operating budgets.** (Applicants must describe their experience in managing human resources, budgets, and equipment.)
6. **Ability to effectively promote Equal Employment Opportunity Programs.** (Applicants must address their experience in effectively promoting EEO Programs.)

**Basis of Rating:** Ratings will be based on an evaluation of an applicant's experience as it relates to the qualification requirements and on the knowledge, skills and abilities (KSA's) described in the application materials. Applicants should provide detailed evidence of the KSA's in the application package in the form of clear, concise examples showing level of accomplishment and degree of responsibility. Qualified candidates will be assigned a score ranging from 70 to 100, not including points assigned for veterans' preference. Applicants are encouraged to **address each evaluation criteria** on plain bond paper and attach it to their application/resume.

#### **CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:**

**Background Investigation:** This position is a sensitive position and the tentative selectee must be able to obtain and maintain a TS/SCI status as a condition of placement/retention in the position.

**Drug Screening:** The position which may be filled under this announcement has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

**Supervisory/Managerial Probationary Period.** Selectee may be required to serve a one-year probationary period upon appointment to this position. Completion of an appropriate supervisory training course during the probationary period is required.

**Tax Record Check.** Selectee is subject to the requirement of the U.S. Department of the Treasury to undergo a pre-appointment as well as an annual income tax filing record check.

**Statement of Employment and Financial Interests is required.**

#### **Other Information:**

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the

continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

Candidates who are claiming 5-point veterans' preference **MUST** attach a legible copy of DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility, to their application. To claim 10-point Veterans' Preference, attach a SF-15, Application for 10-point Veterans' Preference, plus the proof required by that form.

All candidates **MUST** be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

**No Relocation Expenses Will Be Paid.**

**The full performance level of this position is GS-14.**

**All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.**

**HOW TO APPLY:**

**All application materials MUST be postmarked by the closing date of this Public Notice. Failure to provide complete information may result in the applicant not receiving consideration for this position. Please do not submit original documents you may need in the future.**

**STEP ONE** - Submit a resume, Optional Application for Federal Employment (OF-612), or other written application format of your choice. Be sure you provide all the information requested below:

Job Information:

- Public Notice Number, title and grade for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers with area code.
- Social Security Number. Giving your social security number is voluntary.
- Country of citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state, and zip code, date of diploma or GED.
- Colleges and/or universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide job descriptions):

- Job Title.
- Duties and accomplishments.
- Number of hours per week.
- Employer's name and address.
- Supervisor's name and telephone number.
- Starting and ending date of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications,

memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.). Do not send documents unless specifically requested.

**STEP TWO -** Submit a supplemental statement addressing each knowledge, skill and ability.

**STEP THREE -** Submit other application materials, as necessary.

- Federal employees seeking ACTAP/ICTAP and DC Department of Corrections eligibility must submit proof that they meet requirements under 5 CFR 330.605(a).
- Notate your application and include the required documentation if you are applying and eligible for a non-competitive appointment such as Thirty Per Cent or More Disabled Veteran Appointment, Veterans' Readjustment Appointment (VRA), Severely Physically Handicapped Schedule A Appointment, Former Peace Corps Appointment, etc.
- If you are applying for Veterans' Preference, submit evidence of eligibility, such as, DD-214, Certificate of Release, Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veterans' Preference, and the proof requested on the form.
- If you are or have been a Federal employee, please submit a copy of your last SF-50 "Notification of Personnel Action" and your most recent or last performance appraisal.

**SUBMIT APPLICATION MATERIALS TO:**

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network  
Human Resources  
Public Notice: FINCP/02-030KRH  
P.O. Box 39  
Vienna, VA 22183-0039**

**For additional copies of this Public Notice, please call: 1-800-944-7725.**

**For additional information, please call: Eileen Brown (703) 905-3710. TDD (703) 905-3839.**

**NOTES:** All application materials **MUST** be sent to the mailing address shown. All materials and the envelope **MUST** include the public notice number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents will not be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the public notice. Applications will become part of the public notice case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

**The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.**